



INDIVIDUAL NOMINEE PROFILE

A) PERSONAL PROFILE

<p>1) Name of Nominee</p> <p>2) Date of Birth / Age</p> <p>3) Academic and /or other courses done (and used in community service work)</p> <p>4) Tools / Methods / Activities used to contribute to society.</p> <p>5) Area of work and duration worked.</p>
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B) HISTORY

<p>6) Previous awards / recognition /commendations of / for service (relevant awards)</p>

C) NOMINATOR AND REFEREE INFORMATION

<p>Name of person / organization making the nomination</p> <p>Contact details of nominator</p> <p>Relationship with nominee</p> <p>Duration of relationship with the nominee</p> <p>What inspired the nomination of this organization</p>	
<p>Name of Referee (1)</p> <p>Base of operations:</p> <p>Relationship to nominee:</p> <p>Duration of relationship to nominee:</p> <p>Other comments:</p>	<p>Name of Referee (2)</p> <p>Base of operations:</p> <p>Relationship to nominee:</p> <p>Duration of relationship to nominee:</p> <p>Other comments:</p>

D) DESCRIPTION OF NOMINEE BY NOMINATOR

- (a) What inspires / motivates the nominee?
- (b) Impact on others
- (c) Impact on self

E) SUPPORTING DOCUMENTS

Kindly attach any of the following:

Pictures	News (paper) articles	Recommendation letter	Video	Other(s)
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THE SUBMISSION FORMAT

Please tell the nominee's story accurately, passionately and in detail, ensuring to address the following issues:

The Persons:

- 1) Background Information
 - Please provide information on the nominee's personal life such as family, education interests and anything of relevance
- 2) List any past awards or recognitions for the nominee
- 3) Provide reasons for the Nomination
 - Please provide information on nominees activities, length of service, and accomplishments (in chronological order starting with the most recent)
- 4) Describe the area of work in which the nominee is involved and the need for their service.
- 5) Describe the nominee's responsibilities, activities and achievements
- 6) What impact has the nominee had on the people /organization or the community?
- 7) How does this nominee motivate and inspire others?
- 8) What experience does the nominee have working with or engaging diverse communities?
- 9) What qualities make this nominee stand out?
- 10) What special skills and experience does the nominee bring to their area of community service?

References:

List two referees, their names and addresses including telephone numbers

- One who knows the nominee on a personal basis
- One who knows the nominee on the basis of their community service (beneficiary)

Limit your responses to a maximum of 200 words per question.

NB: This summary is only a guide to assist in preparing nominations for individuals. Please add any other RELEVANT information that strengthens the case for the nominee. Terms used:-

- i) **Nominee** is the individual being nominated for the awards
- ii) **Nominator** is the person / organization /company that is making the nomination.
- iii) **Referee** is the person who supports the nominator

See the COSA General Information on www.ufadhilitrust.org for further information.